DISSEMINATION OF SERIAL INFORMATION

Print/ Hard Copy

A hard copy is a printed form of a digital document file from a computer on paper or any other

material that may be transparent. The output prints on paper in a hard copy- thus, sometimes referred to as a permanent copy. It may be a photograph, text, drawing, or other types of printable files. They exist as physical objects, and we can touch them- thus called hard copies. So we can also call it a physical copy. A few examples are Books, Newspapers, Printed Document Files, Notebooks, etc.

Even in the digital world, hard copies are still important for various reasons. In a few cases, the hard copies may act as a backup whenever someone loses or accidentally destroys their digital documents. Also, some people find it extremely easy to keep track of and distribute hard copies. In some instances, people can also use these copies in the form of templates or schemas marked up with a pencil or a pen.

Microform

A microform is a miniaturized reproduction of a document (such as books, journal, newspaper, or report) that is stored in a small medium and can only be read with the aid of a special magnifying device. It is mainly used in libraries, and archives to save space and preserve material that are expensive and might deteriorate over time. A microform can also

be a scaled-down reproduction of a document, typically either photographic film or pape r, made for the purposes of transmission, storage, reading, and printing. Microform imag es are commonly reduced to about 4% or $^{1}/_{25}$ of the original document size. For special p urposes, greater optical reductions may be used. Majorly the types of microform include s microform and microfiche, aperture cards and micro opaque cards.

Digital Formats

Digital Format refers to materials that are stored and presented in a digitized or electroni c form, allowing for easy distribution, preservation, and access through digital means su ch as the Internet and Web technologies.

Bibliographic databases

A bibliographic database contains bibliographic records. It is an organized collection of r eferences to published digital literature, which includes conference proceedings, journals and newspaper articles, government and legal publications, patents, standards, reports, books, periodicals, etc. A large proportion of bibliographic data available in these databa ses generally belong to conference papers, articles, etc., rather than just monologues. Th ese contain rich and relevant subject descriptions such as keywords, subject terms, and call numbers.

Examples of bibliographic database are JSTOR, ERIC, Science Direct e.t.c

Video and Audio recording

Video and audio recordings provide good information for use in a research project. Depe nding on the content, video and audio could contain **popular**, **scholarly**, or **trade** informat ion. For example, an educational video about the Civil War with photos and interviews wi th historians is a scholarly source. In contrast, a drama about a family in Civil War times is a popular source of information because its main purpose is to entertain. Video and a udio are also sources of **primary** and **secondary** information.

Primary sources of video and audio are interviews, music recordings, recordings of histor ic events, and live-action film. Secondary sources of video and audio are documentaries and educational films or radio programs. Video and audio materials include CDs, DVDs, film and television programs, streaming media on the Web, or digital files.

Enumerate the Uses of Databases for Serials Control and Dissemination

Databases

In a library setting, databases are organized collections of digital information, such as ar ticles, books, journals, and other resources, that are stored and made accessible through online platforms.

Types of Library Databases:

1. Full-text databases: Full-text databases are a type of database that contains complete, searchable electronic versions of texts, such as articles, books, reports, and other docum ents. It contains complete articles, ebooks, and other documents.

2. Indexing and abstracting databases: Abstracting and indexing databases are specializ ed databases that provide concise summaries (abstracts) and organized references (ind

exes) to publications, enabling efficient searching and retrieval of relevant information. It help users quickly understand the content and relevance of a publication. It also help use rs to determine if a particular document will be needed or not.

3. Bibliographic databases: Bibliographic databases are organized collections of bibliogr aphic records, which contain information about publications, such as books, articles, jou rnals, and other materials. It list citations, often with links to full-text.

4. Reference databases: Reference databases are organized collections of authoritative and reliable information sources, providing quick access to facts, definitions, and explan ations. It list and offers encyclopaedias, dictionaries, and other reference works.

5. Image and video databases: Image and video databases are organized collections of visual media, providing access to images, videos, and other multimedia content. It stores and provide access to multimedia content.

Examples of Library Databases:

1. JSTOR (journal articles)

2. EBSCOhost (multidisciplinary articles)

3. ProQuest (newspaper and journal articles)

4. Gale Cengage (reference works and articles)

5. ScienceDirect (scientific and technical journals)

6. PubMed (medical and health sciences)

7. LexisNexis (legal and news databases)

Uses of databases for control of serials

Databases can be used for the control of serials through the following ways:

Tracking of subscriptions and renewals

Tracking of subscription refers to the process of monitoring and managing serial publica tions (journals, magazines, newspapers, etc.) to ensure that the library receives all issue s, volumes, or years subscribed to. While renewal refers to the process of extending or rei nstating subscriptions to serial publications. The components include the following;

1. Subscription management: Maintaining accurate records of subscriptions, including ti tle, frequency, format, and duration.

2. Issue tracking: Monitoring receipt of individual issues, detecting missing or damaged copies.

3. Claiming: Sending requests to publishers or vendors for missing or damaged issues.

4. Receipt verification: Confirming receipt of issues, updating records.

Managing holdings and inventory

Databases can be used to manage the physical or digital items a library owns or has acc ess to, including serials, monographs, audiovisual materials, and digital resources. While inventory refers to the process of tracking and managing the library's holdings, ensuring accuracy and completeness. This is carried out by observing the following;

1. Serial collection assessment: Evaluating the library's holdings to identify gaps, duplica tes, or outdated materials.

2. Serial Item-level tracking: Recording detailed information about each item, including tit le, author, format, and condition.

3. Shelf listing: Maintaining an organized list of items on the shelves.

4. Serial Inventory reporting: Generating reports on holdings, including statistics and ana lytics.

5. Weeding and deselection of serials: Removing outdated, damaged, or irrelevant items from the collection.

Recording receipt of issues

Recording receipt of issues refers to the process of documenting payment receipt of eac h issue and tracking the arrival of serial publications (journals, magazines, newspapers, etc.) in a library. The purpose of recording receipt of issues includes to verify receipt of e xpected issues, to identify missing, or damaged issues, to update library records, to trigg er claims for missing issues, to maintain accurate collection management.

Monitoring claims and missing issues

Monitoring claims and missing issues refers to the process of tracking and managing cl aims for missing or damaged serial publications (journals, magazines, newspapers, et c.) and resolving issues related to incomplete or inaccurate deliveries. The purpose is to ensure complete receipt of subscribed serials, to identify and resolve missing or damag ed issues, to maintain accurate library records.

Optimize serial collection management.

Optimizing collection management involves evaluating, refining, and streamlining library collections to ensure they remain relevant, useful, and aligned with the library's mission a nd user needs. The goal of optimizing serial collection includes improving collection rele vance and currency, enhancing user satisfaction, optimizing space and resource allocati on, reducing costs, i and increasing efficiency.

Automating serials management

Automating serial management involves using software, systems, or tools to streamline and simplify the process of managing serial publications (journals, magazines, newspap ers, etc.) in a library's collection.

Some of the benefits of automating serial management includes the following; Increase d efficiency, reduced manual labor, improved accuracy, enhanced decision-making, cost savings, better tracking and reporting, improved user satisfaction.

Uses of database for dissemination of serial

Online public access catalogs (OPACs)

An Online Public Access Catalogue (OPAC) is a web-based interface that allows users to search, browse, and retrieve information about library materials, such as books, journals, articles, and digital resources.

Document delivery and interlibrary loan

The term "Document Delivery," literally means delivering the required document to a user, either from its own collection, if available, or from the collection of some other library obtained through inter-library loan, by a particular library to a user, who has sought it. **Interlibrary loan** sometimes called **resource sharing** is a service that enables patrons of one library to borrow materials that are held by another library.

Table of contents (TOC) alerts

A Table of Contents (TOC) Alert is a notification service that informs users about new issues or volumes of journals, books, or other publications, providing a list of articles or chapters. Types of TOC Alerts; Email Alerts, RSS Feeds: Real-time updates via Really Simple Syndication, Web Alerts, Mobile Alerts.

Full-text article delivery

Full-Text Article Delivery (FTAD) is a service that provides users with immediate access to complete articles from various sources, including journals, magazines, newspapers, and conference proceedings.

Email notification and Alerts

Email Notification and Alerts are automated messages sent to users via email, informing them of specific events, updates, or changes that might occur in the library.

RSS feeds and social media integration

RSS Feeds and Social Integration in libraries enable users to stay informed about library updates, events, and resources.

OpenURL linking

Open URL is a standard protocol for linking users to relevant electronic resources.

Open URL Linking in libraries enables seamless access to full-text articles, eBooks, and o

ther electronic resources.